



ÚNETE A ENVIOCLICK

Recruiter

Actividades y Responsabilidades

- Design and update job descriptions Source potential candidates from various online channels (e.g. social media and professional platforms like StackOverflow and Behance)
- Craft recruiting emails to attract passive candidates Screen incoming resumes and application forms Interview candidates (via phone, video and in-person)
- Prepare and distribute assignments and numerical, language and logical reasoning tests
- Advertise job openings on company's careers page, social media, job boards and internally
- Provide shortlists of qualified candidates to hiring managers Send job offer emails and answer queries about compensation and benefits
- Monitor key HR metrics, including time-to-fill, time-to-hire and source of hire
- Participate in job fairs and host in-house recruitment events
- Collaborate with managers to identify future hiring needs
- Act as a consultant to new hires and help them onboard

Requisitos

- Proven work experience as an HR Recruiter or similar role
- Familiarity with Applicant Tracking Systems and resume databases
- Experience with sourcing techniques
- Understanding of referral programs
- Solid verbal and written communication skills

Sueldo: Entre 21,000.00 y 30,000.00

Prestaciones: Tarjeta de Alimentos 12 días de vacaciones + 8 personales

Modalidad de trabajo: Híbrido

Giro: Logística

Ubicación: Ciudad de México

Enviar CV a Juliana Sarmiento: juliana@envioclick.com